



Arnold Schwarzenegger , Governor
Sunne Wright McPeak, Secretary, Business, Transportation & Housing Agency
Jeff Davi, Real Estate Commissioner

DEPARTMENT OF REAL ESTATE

Equal Opportunity Employer

Job Opportunity

Managing Deputy Commissioner III, DRE

Los Angeles

Permanent — Full-time

The Department of Real Estate has an opening in its Los Angeles Subdivisions Section for a Managing Deputy Commissioner III. This position is permanent, full-time. The Department is located at 320 W. 4th Street, Suite 350, in downtown Los Angeles.

Duties of the position include:

- Supervise and provide leadership to professional and clerical staff to ensure prompt, courteous and efficient service to the public. Plan operations, develop staffing requirements, organize and direct and evaluate work of the staff.
- Responsible for employee hiring, evaluation, development, and training.
- Advise and represent as its lead expert in the appraisal field
- Analyze complex investigations and issues; compile and analyze statistical data; handle politically sensitive matters and problems; effectively present findings and/or recommendations; and edit detailed written reports and analyses.
- Develop policies and procedures for the Budget Review section.
- Interpret policies and explain procedures to developers, attorneys, processors, industry groups, homeowner associations, local agencies, department personnel and the public. Interact with these individuals and groups to resolve conflicts, help solve problems and answer inquiries.
- Handle the most difficult assignments such as multi-location vacation clubs (time-shares); high-rise buildings with vertical phasing; large master planned communities with multiple associations and uniquely designed assessment programs and single lot phased projects.
- Write and edit the Department's publication; Cost Manual for Homeowners Associations. Compile and report monthly statistics to Administration in Sacramento.

Necessary qualifications:

- Reliable and dependable and have excellent attendance.
- Ability to manage, lead, plan, organize and direct the work of staff.
- Strong interpersonal skills and the ability to cultivate effective working relationships with all levels of government, the public and the real estate industry.
- Have a thorough and detailed knowledge of the Subdivided Lands Act, real estate practices and principles, real estate laws, related departmental rules, regulations, policies, procedures and programs.
- Excellent time management skills and the ability to organize and manage workload.
- Willingness to travel.

Desirable qualifications:

- Knowledge of personnel management practices and procedures including the disciplinary process, grievance procedures, employee development and labor relations.
- Knowledge of administration and departmental goals and objectives.
- Supervisory experience.
- Knowledge of the California Real Estate Law and the Subdivided Lands Act.
- Computer literate with experience.

SALARY: \$5252 - \$6336

Who may apply: Current State employees at the Managing Deputy Commissioner III level, those individuals transferable to the class, and DRE employees with list eligibility. **Priority consideration will be given to those designated as SROA/Surplus . Please indicate SROA/Surplus on your state application.**

Submit Applications to:

Michele Walton, Personnel Services
Department of Real Estate
2201 Broadway, P.O. Box 187000
Sacramento, CA 95818-7000
(916) 227-0802 or CALNET 498-0802

For information on the position contact:

Chris Neri – Assistant Commissioner, Subdivisions
Sacramento District Office
(916) 227-0819 or CALNET 8-498-0819

California Relay Service: 1-800-735-2922 (Voice); 1-800-735-2929 (TDD)

FINAL FILING DATE: September 26, 2006

**Applications, whether filed in person or by mail, must be received in the Personnel Office
no later than 5:00 p.m. on the above date.**

Applications may be obtained from the State Personnel Board website at <http://www.spb.ca.gov>.

**Applicants will be screened based on the Necessary/Desirable Qualifications shown above and only those most
qualified will be contacted for an interview. Interviews may be conducted on a flow basis.**